July 2005

RE: Direct Loan Tools for Windows, Release 5.0

Dear DL Tools Users:

We are pleased to announce the availability of Direct Loan (DL) Tools for Windows, Release 5.0. DL Tools is a multi-year Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the School Account Statement (SAS) report loan/disbursement data to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the SAS report cash data to the DL Tools Cash database.

- Print the SAS in a readable format.

- Track cash receipts (drawdowns), Returns of Excess Cash (2003-2004), and Refunds of Cash (2004-2005 and 2005-2006) for Direct Loan.

- Rebuild your Direct Loan origination and disbursement records in EDExpress using an automated process.

DL Tools processes data for multiple cycles. Release 5.0 contains Rebuild, Cash Management, and Compare functionalities for the 2003-2004, 2004-2005, and 2005-2006 cycles.

All Direct Loan schools can use the Compare and Cash Management functions. The Rebuild function is for schools to rebuild an EDExpress database in the Direct Loan module. Non-EDExpress users can use a Rebuild file to create an EDExpress database, then export that data from EDExpress into their own systems to rebuild a database they may have lost or corrupted. For information on exporting from EDExpress to an external system and creating file formats, see Volume III of the *2005-2006 COD Technical Reference*.

If you do not use EDExpress, you can still use DL Tools to assist in reconciling. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools to compare your data to the SAS.

Important DL Tools Comparison Reports Note: DL Tools Loan and Disbursement Comparison Reports **are designed to be run using the SAS Reports with YTD detail,** *not* **monthly detail.** See **DLB-02-36** for information about default settings and SAS option selections. You may change your report options (YTD detail, for example) by contacting your COD School Relations customer service representative at 800/848-0978 or by e-mail at CODSupport@acs-inc.com or by accessing the COD Web site at cod.ed.gov.

How to Get the Software and Documentation

You can download DL Tools Release 5.0 and related user documentation from the FSAdownload Web site, located at fsadownload.ed.gov.

Instructions for downloading DL Tools are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2005-2006 Installation Guide for DL Tools for Windows*. If you have trouble opening the FSAdownload Web site, contact CPS/SAIG Technical Support at **800/330-5947; TDD/TTY 800/511-5806** or by e-mail at CPSSAIG@ed.gov.

Note: Some organizations block their staff from downloading programs from Internet sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure that you have full download rights.

Important Installation Alert

If you use Windows 2000 or Windows XP, you must be an Administrator on your workstation to install DL Tools. If you are not an Administrator, you receive a warning when you try to install DL Tools. After an Administrator has installed DL Tools, you can run the software as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or domain) as well as on your workstation. There are no workarounds for these Windows-rights issues. Consult with your school's technical department if you receive a warning that an Administrator must install the DL Tools software.

If You Have Technical Support Questions

If you have questions about DL Tools, such as installation issues, software problem resolution, software functionality, or if you need technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support, Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947; TDD/TTY 800/511-5806**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within 24 business hours.

You can also post questions regarding EDExpress on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's Federal Student Aid (FSA) systems, software, and mainframe products.

Note: Make sure you include your telephone number in your message in case we need additional information. We will research your question and post our response to the listserv so that everyone can benefit from the information.

For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists: FSATECH Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.

Summary of Changes
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DL Tools for Windows, Release 5.0

DL Tools for Windows Release 5.0 can be installed as an upgrade to DL Tools Release 4.0, which enables you to carry 2003-2004 and 2004-2005 DL Tools data forward from your Release 4.0 database.

To upgrade your DL Tools database from Release 4.0 to Release 5.0, run the Stand Alone Custom installation option (for standalone PCs) or the Workstation Custom installation option (for PC workstations accessing a database stored on a network drive).

If you are installing the DL Tools software for the first time, you must choose the Standalone Full installation option (for standalone PCs) or the Network Server and Workstation Full installation options (for PC workstations accessing a database stored on a network drive).

Important Back-up Note: You will not be able to access 2002-2003 data in your DL Tools database after you upgrade from Release 4.0 to Release 5.0. We strongly recommend you create a back-up copy of your Release 4.0 database (DLT.mdb) before upgrading to Release 5.0, in the event that you need to access your 2002-2003 data using an earlier version of DL Tools on another PC.

For more information on installing DL Tools Release 5.0, see the *2005-2006 Installation Guide for DL Tools for Windows*, also available for download from fsadownload.ed.gov.

2005-2006 COD Technical Reference, Volume IV (DL Tools)

For record layouts, report mock-ups, and other additional details on using DL Tools Release 5.0, see the *2005-2006 COD Technical Reference, Volume IV (DL Tools)*, also available for download from fsadownload.ed.gov.

Product Enhancements

The following product enhancements were made to DL Tools for Windows, Release 5.0:

General Changes

The following general enhancements were made to DL Tools Release 5.0:

- **Program Year 2002-2003 Removed**: We removed DL Tools functionality applicable to program year 2002-2003.

- **Program Year 2005-2006 Added**: We added DL Tools functionality applicable to program year 2005-2006.

- **Password-Protected Database**: The DL Tools database (DLT.mdb) is now password-protected. You will not be able to open, view, or modify your database in Microsoft Access 2002 without this password. This change will not affect your ability to log into DL Tools normally. For more information, see the Help topic "Database Password" in the DL Tools Release 5.0 software.

- **"Promissory Note" Label Change**: We modified all instances of "Promissory Note" in DL Tools to read "MPN."

System Setup

The following enhancements were made to DL Tools System Setup:

- **Default Setting Added for Return to Dialog Checkbox**: The initial default setting of the Return to Dialog checkbox in System Setup is now selected. Note: If you currently have this checkbox cleared in Release 4.0 System Setup, and you upgrade to Release 5.0, the checkbox remains cleared in Release 5.0 System Setup.

- **Default Setting Added for Report File Destination**: The initial default setting of the Report File Destination field in System Setup is now Screen. Note: If you currently have this field set to Printer or File in Release 4.0 System Setup, and you upgrade to Release 5.0, your setting remains the same in Release 5.0 System Setup.

Browse

The following enhancements were made to DL Tools Browse Functions:

- **Cash Detail Browse Grid Columns Relabeled**: In the Cash Detail Browse grid, the following column labels are modified for all program years:

    — GAPS/Applied Date/Transaction Date changed to Transaction Date.

    — Action Type/Record Type/Transaction Type changed to Transaction Type.

    — As-Of-Date/End Date changed to End Date of Current Statement Period.

    — COD Posting Date/COD Run Date changed to COD Process Date.

- **Program Year Displayed as Y1Y2 in Cash Detail Browse**: The Program Year column in the Cash Detail and Loan Detail Browse dialog boxes now consistently displays cycles as "Y1Y2" when you upgrade from DL Tools Release 4.0 to Release 5.0. For example, the program year 2005-2006 appears as "0506".

Import

The following enhancements were made to the DL Tools Import process:

- **Import Type Options Re-Ordered**: We modified the options for Import Type in the Import dialog box to list School Account Statement (SAS) first, because of user feedback indicating this is the most frequently used import type.

- **SAS Report Labels Updated**: For all program years, the following labels have changed on the SAS Year-To-Date Cash Summary report and the SAS Monthly Cash Summary report that prints when a School Account Statement (SAS) file is imported (DSDF or DSLF):

  — Beginning Balance changed to Beginning Cash Balance.

  — Unbooked Disbursements Actual changed to Unbooked Disbursements.

- **Import File Name Added to Import Edit Report**: When a file is imported, the message class of the imported file now prints on the Import Edit Report. For example, when a 2005-2006 School Account Statement (SAS) with disbursement detail is imported, the message class DSDF06OP prints on the Import Edit Report.

Disbursement Detail External Add (DLEXDISB)

The following enhancement was made to the DL Tools Disbursement Detail External Add (DLEXDISB) record layout and import:

- **Valid Transaction Date Range Updated**: Release 5.0 allows only the transaction date range 6/22/2004 to 10/27/2007 when a 2005-2006 Disbursement Detail External Add file (DLEXDISB) is imported. The transaction date range for the 2004-2005 Disbursement Detail External Add file (DLEXDISB) is still 6/22/2003 to 10/27/2006, and for the 2003-2004 Disbursement Detail External Add file (DLEXDISB), it is still 6/22/2002 to 10/27/2005.

Rebuild

The following enhancements were made to the DL Tools Rebuild process:

- **Endorser Amount Comparison Logic Added**: Beginning with program year 2005-2006 and forward, DL Tools compares the value in the Endorser Amount field on the PLUS loan record in EDExpress with the Endorser Amount field of the corresponding loan record in the Rebuild Origination Detail Record. This occurs when a Rebuild file (CODRBFOP) is imported and the Rebuild Type is Compare Only.

  — If the value in the Endorser Amount field of EDExpress does not equal the value of the Endorser Amount field in the Rebuild Origination Detail Record, the Rebuild-Compare Only import report prints the record as an unmatched origination.

— The Rebuild-Compare Only import report prints the Endorser Amount value from the loan record in EDExpress and the Endorser Amount value from the Rebuild file for all unmatched originations.

- **Endorser Amount Update Logic Added**: Beginning with program year 2005-2006 and forward, DL Tools overwrites the value in the Endorser Amount on the PLUS loan record in EDExpress with the value in the Endorser Amount field of the corresponding loan record in the Rebuild Origination Detail Record. This occurs when the Rebuild file (CODRBFOP) is imported and the Rebuild Type is Update All Records or Update Selected Records.

- **Credit Decision Update Logic Added**: Beginning with program year 2005-2006 and forward, EDExpress converts the value of A (Credit Approved) for the Credit Decision in the rebuild origination detail record to a value of E (Credit overridden; endorser OK) for the Credit Decision field in the corresponding loan record that is rebuilt in the EDExpress database. This value conversion only occurs when a PLUS loan record in the Rebuild file (CODRBFOP) has a Credit Decision equal to A and an Endorser Amount greater than zero.

Cash Report (Internal Ending Cash Balance Report)

The following enhancement was made to the Cash Report:

- **Cash Report Renamed**: The Cash Report has been renamed to the Internal Ending Cash Balance Report in DL Tools Release 5.0.

SAS Loan and Disbursement Detail Report

The following enhancements were made to the DL Tools SAS Loan and Disbursement Detail Report:

- **Disbursement Date Range Filter Available**: You can now print the SAS Loan and Disbursement Detail report by disbursement date range for all program years. When a disbursement date range is entered in the Print dialog box, DL Tools:

  — Prints the report with disbursement detail (the Include Disbursement Detail? option is not required to be selected when a disbursement date range is entered).

  — Prints a loan detail record only if the loan has one or more corresponding disbursement records that have dates within the specified disbursement date range.

  — Indicates that no records are selected if no disbursement records exist that have dates within the specified disbursement date range.

Message Classes

The following enhancement was made to the Message Classes:

- DL Tools Release 5.0 was updated to allow for the import of 2005-2006 fixed-length SAS Loan Level and Disbursement Level file message classes. The new message classes are:

    DSDF06OP   Fixed Length – Disbursement Level

    DSLF06OP   Fixed Length – Loan Level

DL Tools Benchmarking

We performed benchmarking tests on the DL Tools for Windows, Release 5.0 software to determine how it operates in certain operating environments. These tests were all completed on a Pentium 1000 MHz with 512 MB RAM.

Imports

The benchmarking results for DL Tools import files are as follows:

- Records were imported into an empty database.

- The Benchmarking Volume is the type and number of records that were imported in the test.

- The Average Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins through the time the import statistics are displayed.

Imports

Component	Benchmarking Volume	Operating System	Average Time Elapsed
Rebuild	1000 originations 4000 disbursements	Windows 98	4 minutes 38 seconds
		Windows Me	4 minutes 44 seconds
		Windows 2000	4 minutes 22 seconds
		Windows XP	4 minutes 8 seconds
School Account Statement (SAS)	2 Cash Summary 8 Disbursement Summary 100 Cash Detail 200 Loan Detail (loan level) 800 Loan Detail (disbursement activity level)	Windows 98	3 seconds
		Windows Me	4 seconds
		Windows 2000	4 seconds
		Windows XP	4 seconds

Reports

The benchmarking results for DL Tools Internal Ending Cash Balance Reports and Loan Detail Comparison are as follows:

- The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

- The Average Time Elapsed column indicates the length of time starting when the user clicks OK in the DL Tools Print dialog box through the time the operating system (Windows 98/Me/2000/XP) Print dialog box appears.

Reports

Report	Benchmarking Volume	Operating System	Average Time Elapsed
2005-2006 Internal Ending Cash Balance Report	200 Cash 1200 Disbursements 6 pages	Windows 98	2 seconds
		Windows Me	2 seconds
		Windows 2000	2 seconds
		Windows XP	2 seconds
Loan Detail Comparison	60 loans 7 pages	Windows 98	3 seconds
		Windows Me	3 seconds
		Windows 2000	3 seconds
		Windows XP	3 seconds

Reminders

Back Up Your Database Weekly

You should back up your DL Tools database (DLT.mdb) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, entering or importing data into DL Tools), or at least once a week. You should also back-up your 2003-2004, 2004-2005, or 2005-2006 EDExpress database before using DL Tools' Rebuild feature for a particular cycle.

DL Tools does not include a backup utility. You have to use your own backup software. Be sure to test your backup software regularly to verify that it can reliably restore your backups.